

# District Letterhead

## Sample Parent Letter for Districts

Dear Parent or Guardian:

Each year, every school district in Michigan is required to report student data by race and ethnicity categories set by the U.S. Department of Education (U.S. ED) to the Michigan Department of Education (MDE). In 2007, U.S. ED released guidance regarding the collection and reporting of student race and ethnicity data. The guidance instructs school districts to collect race and ethnicity data utilizing a two-part question format. This change allows individuals to more accurately identify themselves given the increasing diversity of the nation's population.

With the new reporting format, you will need to update your child's data. Starting with the 2010–2011 school year, all schools in Michigan will collect race and ethnicity data using the two-part question format. These reports help keep track of changes in student enrollments and ensure that all students receive the educational programs and services to which they are entitled.

Please update your child's data by completing the enclosed form and sending it to [LOCATION] by [DATE]. If we do not receive a response from you, an employee of the school district will be required to provide this information based on observation. Federal regulations do not permit school districts to leave the questions blank. Please contact your child's school principal if you would like to check the student data currently on file for your child.

For more information about the data reporting categories, please contact [NAME] at [PHONE NUMBER].

Sincerely,

[NAME OF SUPERINTENDENT]  
Superintendent of Schools

Enclosure:

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Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please answer BOTH parts A and B.

Part A. **Is this student Hispanic/Latino?** (*Choose only one*)  
**No, not Hispanic/Latino**

**Yes, Hispanic/Latino** (A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

Part A of the question is about ethnicity, not race. Regardless of what you selected in Part A, **please answer Part B** by marking one or more boxes to indicate what you consider your student's (or your) race to be.

Part B. **What is the student's race?** (*Choose one or more*)

**American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America, including Central America.)

**Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.)

**Black or African-American** (A person having origins in any of the black racial groups of Africa.)

**Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.)

**White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

NOTE: Both parts A and B **MUST** be completed. We encourage you to select an answer for **both** parts. If either part (A or B) is not answered, the U.S. Department of Education **requires** the school district to supply an answer on your behalf.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_